



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

January 23, 2009

Greg Ruetz, Franchise Owner  
Sequoia Group LLC  
1445 Lawrence Drive  
Thousand Oaks, CA 91320

Dear Mr. Ruetz:

RE:	Agreement Name:	Sequoia Group LLC
	Agreement Number:	ET08-0258
	Term of Agreement:	11/27/07 – 11/26/08
	Agreement Amount:	\$49,500
	Type of Trainee:	Retrainee
	Trainees to be Retained:	45

This report summarizes the results of the Final Monitoring Visit conducted via telephone conference between Gail Ruetz of your staff and Lan Vuong, ETP Analyst, on January 22, 2009.

## **FINAL REPORT SUMMARY:**

### • HISTORY OF AGREEMENT

This Agreement was executed on December 14, 2007. At the last meeting, conducted on January 18, 2008, Ms. Ruetz indicated that training started on December 11, 2007. Records show that the last Class/Lab training was provided on August 21, 2008 and 211.5 hours have been entered in the ETP Online Tracking System.

During the phone conference Ms. Ruetz indicated that the company was not able to provide all the training originally intended in this Agreement due to the following reasons: trainees left the company before completing a minimum of 8 training hours; trainees left before completing retention; and trainees did not meet the ETP minimum wage requirement. She also indicated that Sequoia Group LLC (Thousand Oaks and Burbank) locations were closed due to the slow economy and the company has no plans to seek reimbursement of any kind from ETP under this Agreement.

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SAN DIEGO REGIONAL OFFICE  
5353 Mission Center Road, Suite 110  
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(619) 686-1920

- **PERFORMANCE / FUNDING STATUS**

Since no trainees completed training under this Agreement, she did not update the data initially recorded in the ETP Class/Lab Tracking System.

Based on the information provided by Ms. Ruetz, your completion rate for this Agreement is zero, and the Agreement will close out with no earnings.

**INVOICES:**

No invoices have been submitted and no payments have been made.

Please contact Lan Vuong within ten (10) working days at (818) 755-1306 or by email at [lvuong@etp.ca.gov](mailto:lvuong@etp.ca.gov) if you have any questions or comments.

Sincerely,

**Signature on file**

Dolores Kendrick, Manager  
North Hollywood Regional Office

**Signature on file**

Lan Vuong, Project Analyst  
North Hollywood Regional Office

cc: Gail Ruetz, Franchise Owner, Sequoia Group LLC (via email)

David Guzman, Chief, ETP Program Operations Division (via email)  
Kulbir Mayall, Manager, Fiscal and Certification (via email)

ETP Master File  
ETP Project File

Date report mailed to Contractor 01/26/09